12 FAM 460
POST PROGRAM MANAGEMENT REVIEWS AND INTERAGENCY SECURITY SURVEYS

(CT:DS-122;   10-19-2006)
(Office of Origin: DS/DSS/IP)

12 FAM 461 PROGRAM MANAGEMENT REVIEWS

(CT:DS-122;   10-19-2006)

a. DS/DSS/IP provides on-site program management reviews to ensure regional security officer (RSO) effectiveness and compliance with established Overseas Security Policy Board (OSPB) standards and Department procedures.

b. A reviewing officer, designated by the Assistant Director for International Programs (DS/DSS/IP), must consult with the RSOs to:

 (1)   Examine the level of support provided by the RSOs and staff to all elements of the mission;

 (2)   Review staffing requirements and existing priorities in the RSOs workload;

 (3)   Examine the effectiveness of the RSOs management of the security office, including training provided to special agents (SAs) and post security officers (PSOs);

 (4)   Review specific programs for which the RSOs have management responsibilities; and

 (5)   Provide RSOs with professional guidance and support.

c. The RSOs or PSOs serve as the post control officers for inspections, audits, and reviews conducted by the Office of the Inspector General (OIG) during post visits to evaluate the implementation of OSPB standards or post-specific protective measures.

12 FAM 462 INTERAGENCY COORDINATION OF SECURITY SURVEYS

12 FAM 462.1 Purpose

(CT:DS-122;   10-19-2006)

a. To improve the effectiveness of security surveys, posts should establish a focal point for agencies to coordinate their efforts and to maintain the resulting security-related information. All agencies with personnel on official duty at a U.S. Foreign Service post, or that operate a facility under chief of mission (COM) authority, must have access to information concerning post security. Such coordination:

   (1)   Eliminates duplicative and/or concurrent surveys;

   (2)   Provides a single source of all post security information; and

   (3)   Ensures that all officers charged with security responsibilities have access to information that may affect the security of an agency's personnel or facilities.

b. For the purposes of this section, security surveys include any oversight review and/or evaluation of a security program under the responsibility of the Assistant Secretary for Diplomatic Security (see 1 FAM 261.1). Security surveys do not include visits that an agency conducts solely for their programs, such as support, liaison, or operational assessments.

c. Agencies must base their recommendations or findings concerning security programs on OSPB security standards (see 12 FAM 022) and take into account the Department's global prioritization process for facility replacements and security upgrades. Agencies should include cost estimates for recommendations and findings when available.

12 FAM 462.2 DS/IP/RD Responsibility

(CT:DS-122;   10-19-2006)

a. The Bureau of Diplomatic Security's Office of Regional Directors (DS/IP/RD) serves as the focal point for all agencies to coordinate security surveys of personnel, facilities, and security programs at U.S. Foreign Service posts.

b. When approving an agency's cable requesting country clearance for proposed security survey travel, the respective DS/IP/RD regional director must ensure that:

   (1)   RSOs are notified of the survey timing, purpose, and scope;

   (2)   Conflicts between the scheduling of surveys and other post security

activities are resolved; and

    (3)   Agencies reconsider surveys that create redundant reviews of post security programs.

c. DS/IP/RD must establish and maintain security records retrievable by post as a resource for security surveys. Records should include documents and reports concerning security issues or programs, such as surveys and post profiles. DS/IP/RD must also include copies of other agency's survey reports, or extracts from agency reports, which pertain to or affect the Bureau of Diplomatic Security's responsibilities at post. The respective DS/IP/RD desk officer will determine the type and extent of information retained in a post's file. DS/IP/RD must share this information, as appropriate, with respective DS program managers.

d. DS/IP/RD must remove all information from documents that identifies an individual and pertains to a sensitive personnel matter or investigation concerning the individual. Should DS/IP/RD determine that inclusion of such information is pertinent to a security survey, disclosure must be coordinated with DS/CTO/RMD (see 1 FAM 265.3-4) to ensure compliance with the Privacy Act, and in concurrence with DS/DO/ICI for investigative matters.

e. DS/IP/RD should permit agencies to review post security files. When another DS office is responsible for files relevant to an agency's survey, DS/IP/RD must make arrangements for review of pertinent security information. DS/IP/RD may also conduct or arrange briefings for agencies concerning specific post security issues.

12 FAM 462.3 Interagency Security Surveys

(CT:DS-122;   10-19-2006)

a. An agency represented at post may conduct reviews to examine the interrelationship of overall post security programs and posture with respect to that agency's personnel or facilities. An agency may conduct security surveys in conjunction with a review of its programs at post.

b. All U.S. Government temporary duty (TDY) personnel (other than personnel under the command of a U.S. area military commander) must obtain country clearance from the COM before entering the country on official business. COMs may refuse country clearance, or may place conditions or restrictions on TDY personnel, as they consider necessary (see 2 FAM 100). Prior to initiating official post travel, agencies are responsible for transmitting personnel security clearance levels to request and obtain clearance from the COM.

c. Prior to transmitting the cable to post requesting country clearance for a security survey, the agency must consult DS/IP/RD. The cable must

inform post and the RSO about the timing, purpose, and scope of the security survey, and include DS/IP/RD as an information addressee. The agency should meet with DS/IP/RD to review the security posture and programs of each post they intend to survey. Agencies may choose to exclude DS/IP/RD from prior coordination for technical surveillance countermeasure surveys of their facilities.

d. Agencies must contact the RSO as soon as practical after arrival at post. The agency must coordinate security interests with the RSOs, such as scheduling a visitor's security briefing or review of files pertaining to post security programs for the agency's personnel or facilities. Portions of technical surveillance countermeasure surveys conducted entirely within an agency's space may begin prior to the earliest practical RSO notification.

e. Prior to their departure from post, agencies must brief RSOs on survey results which pertain to post security and/or to post security programs for which DS is responsible, including technical surveillance countermeasure findings.

f. Agencies must provide copies of those sections of their survey reports that pertain to post security and/or to post security programs to DS/IP/RD for inclusion in the shared security file. A synopsis of technical surveillance countermeasure surveys will suffice. In accordance with the Privacy Act, agencies must ensure that reports do not contain information relating to individuals that is subject to protection from disclosure.

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